



10 ADMINISTRATION

Effective: 6/1/96

10.53 Civil Rights: Administrative Appeal of State Office Decisions

POLICY: The State WIC Office provides a hearing procedure for local agencies adversely affected by a State WIC Office action.

PROCEDURE:

A. CONTRACT EXPIRATION

Contract expiration is not subject to appeal.

B. ADMINISTRATIVE APPEALS FOR LOCAL AGENCIES

1. Local agencies may appeal any decision by the State WIC Office to deny a local agency's application to administer a WIC project, suspend/ terminate the local agency contract, or in any way affect the local agency's ability to participate in WIC.

- a) Notice of Intent to Protest(s) must be made in writing. Individuals should make their protests as specific as possible and should identify statutes and Wisconsin Administrative Code provisions that are alleged to have been violated.

- b) The written notice of Intent to Protest must be filed with:

Administrator
Division of Health
1 West Wilson Street, Room 218
P.O. Box 309
Madison, WI 53701

The written notice of Intent to Protest must be received in the Administrator's Office no later than five (5) working days after the notice of adverse action is received by the local agency. The written protest must be received within ten (10) working days after the notice of adverse action is received.

2. Local agencies may appeal the decision of the Administrator

- a) Protests must be filed within five (5) working days of issuance to:



Secretary
Department of Health and Social Services
1 West Wilson Street, Room 650
P.O. Box 7850
Madison, WI 53707

- b) A copy of the appeal with the Administrator must accompany the protest and allege a violation of a statute or a provision of a Wisconsin Administrative Code.
- 3. A local agency administering a WIC project may continue to do so until the appeal process has been completed and the agency is notified in writing of its outcome.
- 4. Appealing an action does not relieve any responsibilities/compliance with terms of the Agreement.